Remote Participation Study Committee

Date: **April 4, 2023**
Time: **7:30 – 9:00 pm**
Location: Hybrid

Minutes

Attendance: Mustafa Varoglu, Alex Bagnall, Rachel Zsembery, Guillermo Hamlin, Jim Feeney, and Janice Cagan-Teuber.

AGENDA

1. Review and accept meeting minutes from Mar 23 meeting – 10 minutes

2. Public Comment - 10 minutes

3. 2023 Town Meeting Report Generation – 60 minutes

    i. Any new survey results from hybrid pilot project to discuss

    ii. Status of draft report

    iii. Updates on analysis for report and plan to generate final report

4. Future business – 5 minutes

Summary of Discussions:

Meeting began at 7:30 pm. The Chair called the hybrid meeting to order.

Minutes from March 23 meeting were approved.

There was no public comment.

Town Meeting Report Generation:

Mustafa shared a screen showing the progress of the report so far.

Next steps: vigorous editing

Actions:

Add section of addressing originally set goals in summary section

Goal 1: Hybrid meetings are available to be used where hybrid meetings work. Not appropriate for every meeting. A blanket rule is not appropriate. Should be determined by individual public bodies subject to the changing landscape of state law

Goal 2: Address the challenges as they occur by each individual body. Refer to decisions document and the materials generated by the study committee

Goal 3: Refer to how to guide and decision-points document to address protocols and procedures that should be in place to facilitate productive hybrid meetings for public bodies.

Goal 4: The town has outfitted several rooms and the ideal technology for those rooms/committee types based on testing that occurred during the pilot program. The Neat bar was preferable to the Owl equipment.

The group edited the document together

- Add a notation in the document that some of the public bodies decided to continue and some decided to pause their hybrid meetings.
- It would be good to identify where the documents will live in the future (how to guide, decision points, etc.) and point to where they live in the report. Jim confirmed that the RPC webpage will live on so the report will link to the webpage
- Go back in and edit the survey results summary to ensure that it reads well and is formatted similarly to the balance of the document.
- Add a benefits section following challenges
- Janice brought up some challenges with accessibility on Teams vs Zoom
- Need to write a conclusion (eric) and a summary (Mustafa) to bookend the document.

Future business:
- None

Next meeting: April 13 at 7:30 pm.
Meeting adjourned at 9:00 pm by a vote of 6-0.